

## FACULTY SEARCH CHAIR CHECKLIST

### PRE-SEARCH

- Meet with the hiring official to review position vacancy, recruitment plan and search chair expectations. The search chair may be asked to assist the hiring official in completing the Recruitment Plan form that is uploaded to the job requisition in Workday for OIE review.
- Secure committee membership list from hiring official; confirm search committee members have been trained.
- Collaborate with hiring official and search manager to schedule search charge committee meeting.
- Ensure that Search Committee Meeting Notices are submitted to Human Resources/Talent Acquisition within the required timeframe (two business days PRIOR to the scheduled meeting date) so it is properly noticed to the public in accordance with Chapter 286.011 Florida Statutes.
- Review [OIE Search & Screening Guidelines](#) and other search-related resources.

### DURING SEARCH

#### Search Committee Charge Meeting

At the first meeting, receive the charge from the hiring official. Items addressed should include:

- Facilitate committee member questions for hiring official.
- Discuss** meeting schedule based on search timeframes.
- Emphasize the importance of the committee work and full participation by each committee member.
- Encourage committee members to recruit qualified, diverse candidates through personal and professional networks.
- Discuss a quorum for committee action.
- Discuss and agree upon minimum and preferred criteria and tools for each screening round; criteria must be objective, measurable, and performance-based (this step should be completed **prior to** applicant review).
- If requested by the hiring official, develop a recruitment plan proposal that is in alignment with the university's **applicant pool** diversity and Affirmative Action Plan (AAP) placement goals. Review recruitment plan proposal with hiring official for consideration and approval.
- Discuss how 'Conflicts of Interest', as well as 'The Right of Inclusion' (also known as the Motion to Reconsider) will be used during the search.
- Review regulations governing record-keeping associated with a search. specifically, the Florida Sunshine Law and the Public Records Law.
- Do not discuss committee work outside of official search committee meetings.
- Address any other special requirements of the search.

#### Candidate Application Screening Process

It's important to treat all candidates the same throughout the screening process. These are some items to note:

- Discuss timetable for screening.



- Use date from ads indicating when screening will begin; closing date if already established; desired interview dates; other parameters from hiring official. (**Please Note:** *Minimum requirements cannot be changed during the screening process; candidates must be screened consistent with the advertised requirements in the job posting; if qualification requirements are changed during the search process, the search likely will be failed and the committee required to repost the position*).
- Do not consider a candidate that does not meet the posted minimum requirements.
- Conduct all screening rounds applying objective, performance-based criteria.
- Review applicant pool for diversity goals and AAP **placement** goals after Round One credentials review; aim for a diverse representation of applicants in each stage of the process.

**Candidate Interview Process:**

It's important to treat all candidates the same throughout the interview process. These are some items to note:

- Collaborate with search committee to develop interview questions (review the OIE [Acceptable/Unacceptable Interview Questions list](#)).
- Collaborate with the search manager to schedule interviews.
- In consultation with the hiring official, assign search committee members to conduct phone reference checks for finalist(s).
- Prepare interview results summary and final committee recommendation for hiring official.

**Throughout the search, work with the search committee and search manager to:**

- Facilitate the resolution of any 'conflict of interest' brought forward by a committee member.
- Review search committee meeting minutes and other search-related documentation for completeness and accuracy.
- Work with search manager to review applicant pool for diversity requirements and AAP **placements** goals progress at round 1.
- Ensure confidentiality throughout the entire search process.

**POST SEARCH**

**Work with search manager and HR Partner to:**

- Ensure that all applicants have been appropriately dispositioned in applicant tracking system.
- Ensure that all applicants who were interviewed received communication of search outcome.